

Summary of Decisions 71st EMSA Administrative Board meeting 27 and 28 November 2024**1. Welcome from the Chairman and adoption of the agenda**

New Board Members/alternates were welcomed, as listed below.

No conflicts of interest were declared. The agenda was adopted.

New Alternate Members:**Czech Republic**

- *Alternate Member:* Ms Michaela Peterkova, Head of Division of Maritime Transport, Ministry of Transport, replacing Mr Michal Fridrich.

Latvia

- *Alternate Member:* Ms Anita Rozenberga, Director of the Maritime department, Ministry of Transport, replacing Ms Laima Rituma.

France

- *Alternate Member:* Ms Anne Legrégeois, Deputy Director for the Fleets and Seafarers, Directorate-General Maritime Affairs, Fisheries and Aquaculture, France, replacing Mr Christophe Lenormand.

Proxies:**European Commission**

- Ms Hanna Jans, DG ECHO, Commission – proxy provided to Ms Fotini Ioannidou, DG MOVE

The Netherlands

- Mr Paul Van Gorp – proxy provided to Belgium

Lithuania

- Mr Linas Kasparavičius – proxy provided to Latvia

Absences:

Austria and Slovakia did not attend the meeting and no proxy was provided.

2. Minutes of the last meeting

The Administrative Board approved draft minutes and decisions of the last meeting, which took place on 5 - 6 June 2024 in Lisbon.

3. Update on Agency's activities and budget implementation

The Administrative Board **took note** of the information provided by the Agency on:

- (a) General information on work programme and budget implementation
- (b) European cooperation on coast guard functions - 2024 Budget execution.
- (c) Relevant tenders and developments in the field of Anti-Pollution Measures. In particular, the Administrative Board took note of the unsuccessful vessel tender for 2 lots, in the Black Sea and Canary Islands. In order to consume the funds released in 2024 and ensure budget execution, as well as to free appropriations that could be used in 2025 for the vessel tender, the Agency will anticipate projects planned for 2025 namely the contract renewals for the vessel for Atlantic South and for the vessel for the West Mediterranean, as well as the signature of the new contract for EAS South and the payment of availability fees for the last quarter of 2024.

- (d) Underwater Radiated Noise – results of the NAVISON project
- (e) Update on the work of the Correspondence group on data and risk assessment (CG DRA). The Administrative Board endorsed the proposed future work regarding the CG DRA Task 2.

4. Concept paper on making the EMSA pollution response toolbox future-proof

The Administrative Board **took note** of the Concept Paper on making the EMSA Pollution Response Services (PRS) toolbox future-proof in view of discussions that are planned to take place in 2025, and **endorsed** the proposed roadmap for the work that should lead to a multi-annual action plan to adapt the EMSA's PRS toolbox to new challenges.

The Administrative Board also **took note** of the plan to launch in 2025 a procurement with Lots for three possible geographical areas: Canary Islands and Madeira; Atlantic North; and Northern Baltic Sea (vessel with icebreaking capabilities). The Board was informed that, should all three Lots be successful, to date the Agency has resources to sign only two contracts at the end of 2025/beginning 2026. Should this scenario materialize, the Board will be called upon to prioritise. Finally, the Board was informed that the Black Sea South Lot will not be retendered and that the contract with the vessel SB Borea for Central Med will not be renewed.

5. Draft Administrative Arrangements

The Administrative Board **considered and did not object** to the following draft administrative arrangements, as foreseen by Article 10(2)(cc) of the Founding Regulation:

- Draft DG CLIMA SLA
- Draft Amendment to the Agreement with CEDRE and CEFIC for MAR-ICE
- Draft Contribution Agreement with DG ENV

In relation to the Terms of Use and General Conditions of the Risk-Based Assessment Tool (RBAT) tailored for Maritime Autonomous Surface Ships (MASS) the Administrative Board did not object to its application to EEA Member States and, through them, to relevant entities. At this stage, the extension of the tool to non-EEA Member States and entities would be kept on hold. The Agency would amend the document presented to the Board accordingly, after which the Terms of Use and General Conditions of the Risk-Based Assessment Tool would be considered approved.

The Administrative Board was also invited to consider the Draft Cooperation Agreement with EUNVAFOR for the Operation ASPIDES. The draft Cooperation Agreement was circulated on 20 November 2024 and the Administrative Board would consider it with the 4 weeks period foreseen by the EMSA Founding Regulation counting from the day the document was received (20 November 2024). If no objection is registered by the end of the four weeks period, on 18 December 2024, the Executive Director will be able to proceed with the signature of the Cooperation agreement.

6. Request for Technical Assistance

The Administrative Board **examined and approved** the Request for Technical Assistance from the Croatian Ministry of the Sea, Transport and Infrastructure on behalf of the of the MSPTN Network, for the extension of Phase 2B Modernization of Mandatory Ship Reporting System, in line with article 10.2(c) of the EMSA Founding Regulation as referred to in Article 2.2(d), requests from Member States for technical assistance, as referred to in Article 2.3, and requests for technical assistance, as referred to in Article 2.5 as well as requests for assistance as referred to in Article 2a.

7. Draft EMSA Single Programming Document 2025 – 2027

The Administrative Board **adopted** the EMSA Single Programming Document 2025 – 2027, which takes into account the Commission’s formal opinion of July 2024, and the associated 2025 Budget (**€ 104,334,668** in both Commitment and Payment Appropriations) and the 2025 Establishment plan (229 statutory posts, as well as 37 Contract Agents and 18 Seconded National Experts to be financed by the EU contribution). The figures include € 9,739,000 EUR for new tasks and 17 new establishment plan posts (16 ADs, of which 3 AD5s and 13 AD6s, and 1 AST3) and 6 new CAs, subject and without prejudice to the outcome of the legislative process to revise the EMSA Founding Regulation.

8. Draft EMSA Single Programming Document 2026 – 2028

The Administrative Board **considered** the EMSA Single Programming Document 2026 – 2028, and the associated 2026 Draft Budget (**€ 116,241,901** in both Commitment and Payment Appropriations) and the 2026 draft Establishment plan with **238 statutory staff** (AD/AST), subject and without prejudice to the outcome of the relevant legislative proposals including the revision of the EMSA Founding Regulation.

The Administrative Board was invited to provide written comments **by Friday 6 December 2024**, in time to be taken into account for the mid-December written procedure version.

9. HR Matters – Diversity & Inclusion Policy

The Administrative Board took note of the information provided by the Agency on the Diversity and Inclusion Policy at EMSA.

10. Revision of the mandate of the Administrative and Finance Committee

The Administrative Board **adopted** the Decision revising the mandate of the Administrative and Finance Committee.

11. Adoption of the list of “A” items

Following the report of the Administrative and Finance Committee, the Administrative Board **took note** and **approved** as appropriate the following “A” items:

- **11a EMSA Financial Statement 2023 – *took note of the final report of the European Court of Auditors and approved the final accounts for 2023;***
- **11b 2024 Appropriations cashed – *took note of the 2024 appropriations cashed since June;***
- **11c 2024 Budget Transfers – *took note of the 2024 budget transfers;***
- **11d Monitoring of findings and recommendations from internal & external audits & EMSA follow – up – *took note of the information provided on the findings and recommendations from internal and external audits and EMSA follow up.***

12. Any Other Business

The Executive Director invited the Board Members who would like to host the June Board meeting to inform her in a timely manner allowing for the Agency to assess availability of resources.

Dates of the 2025 EMSA's Administrative Board Meetings *(subject to availability of the final Polish and Danish Presidencies Council calendars of meetings)*

March 2025

Administrative and Finance Committee: to be agreed (online meeting)

Administrative Board: Wednesday 12 March afternoon (online meeting)

June 2025

Administrative and Finance Committee: to be agreed (online meeting)

Administrative Board: Monday 16 June afternoon and Tuesday 17 June morning

November 2025

Administrative and Finance Committee: to be agreed (online meeting)

Administrative Board: Week 10 to 14 November 2025 (Lisbon)

Detailed Minutes of the 71st EMSA Administrative Board meeting 27 and 28 November 2024**1. Welcome from the Chairman and adoption of the agenda**

New alternate Member were welcomed by Mr Wojciech Zdanowicz, Chairman, as listed below.

No conflicts of interest were declared. The agenda was adopted.

New Alternate Members:**Czech Republic**

- *Alternate Member:* Ms Michaela Peterkova, Head of Division of Maritime Transport, Ministry of Transport, replacing Mr Michal Fridrich.

Latvia

- *Alternate Member:* Ms Anita Rozenberga, Director of the Maritime department, Ministry of Transport, replacing Ms Laima Rituma.

France

- *Alternate Member:* Ms Anne Legrégeois, Deputy Director for the Fleets and Seafarers, Directorate-General Maritime Affairs, Fisheries and Aquaculture, France, replacing Mr Christophe Lenormand.

The representative from Finland, Mr Juha-Matti Korsi, took the opportunity to announce the future Board member for Finland, Ms Sanna Sonninen, present at the meeting and who will be replacing him as from 2025.

Proxies:**European Commission**

- Ms Hanna Jans, DG ECHO, Commission – proxy provided to Ms Fotini Ioannidou, DG MOVE.

The Netherlands

- Mr Paul Van Gulp – proxy provided to Belgium.

Lithuania

- Mr Linas Kasparavičius – proxy provided to Latvia.

Absences:

Austria and Slovakia did not attend the meeting and no proxy was provided.

2. Minutes of the last meeting

The draft minutes of the 70th EMSA Administrative Board meeting from June 2024 were circulated on 3 July 2024 and no comments were received.

The Administrative Board approved draft minutes and decisions of the last meeting, which took place on 5 -6 June 2024 in Lisbon.

3. Update on Agency's activities and budget implementation

(a) General information on work programme and budget implementation

Ms Maja Markovčić Kostelac, Executive Director, updated the Board on the state of play of the Agency's 2024 work programme and the outlook for the budgetary implementation.

In terms of the work programme implementation, the Agency was very much on track and expected to have a very high level of implementation by the end of the year, with around 95.5 % of planned actions completed. About 2.5 % were rescheduled for after the end of the year and about 2 % were cancelled, in most cases due to external factors outside of the Agency's control.

In terms of budget implementation, the Agency expected a budget execution of around 98% in both commitment and payment appropriations, confirming the positive trend from the past few years.

She nevertheless mentioned the two major challenges that emerged in autumn which may affect the Agency's capacity to execute entirely its budget:

- the vessel tender for two lots was not awarded (detailed explanation was provided under the agenda item 3c (Relevant tenders and developments in the field of APM));
- the significantly lower-than-expected increase of the salary update at a very late stage (early November) which resulted in an estimated need for Title 1 of 2.1 Meuro compared to our initial estimation of 2.5 Meuro. The Agency has identified in Title 2 projects that were frozen or planned for 2025 but that can be advanced to 2024 at short notice because no procurement will be needed (acquisition channel already in place) and because of the nature of the appropriations (title 1 and 2 work with non-differentiated appropriations).

The Administrative Board took note of the information provided by the Agency on work programme and budget implementation.

(b) European cooperation on coast guard functions - 2024 Budget execution

In the area of information sharing, Ms Markovčić Kostelac informed the Board in relation to the new RPAS DC facility, completed and tested already in 2024 and to be operational in the first quarter of 2025. She also provided information on the various developments and enhancements of the maritime picture provided via Integrated Maritime Services (IMS).

The Executive Director also listed the Coast guard multi-purpose RPAS services implemented in 2024 as well as the Earth Observation support to Maritime Emergencies provided to the Member States and the Commission with 48 activations of the EMSA's Contingency Plan representing significant growth in comparison with 2023 and 200 images that were delivered in support to Emergencies.

Activities in the area of Capacity Building in 2024 within the context of the EMSA Academy and financed through the Coast Guard Cooperation budget were on track, including learning services offered in accordance with the Harmonised Training Program (HTP), with positive feedback from participants.

Ms Markovčić Kostelac concluded her presentation with the MMO performed in La Manche with France and Belgium.

The foreseen execution of the 2024 budget in the field of the European cooperation on coast guard functions was of approximately 98% of the available budget both in commitments and payments. This included the 200K € in commitments and 460K € in payments planned to be transferred to salary expenditure (earmarked for Title 1).

Mr Enrico Castioni, Italy, congratulated the Agency for the excellent perspective on the budgetary execution but also for the level of commitment to the EU Coast Guard cooperation. He further recalled the Italian Chairmanship of the European Coast Guard Functions Forum (ECGFF) in 2025 and of the international forum in September when the Guardia Italian Coast will be entrusted with the presidency of

the Mediterranean Coast Guard Functions Forum as well as the Global Coast Guard Forum as the first European country to lead the Global Forum, so far chaired by Japan.

Mr Ioannis Efstratiou, Cyprus, anticipated that in 2025 they expect new surveyors to start working for the maritime administration, and they plan to ask for a national training by the EMSA Academy for these newcomers. The Executive Director reacted positively, inviting Cyprus to formally request the learning service as far in advance as possible.

On behalf of the Administrative and Finance Committee, Mr Eric Banel conveyed its positive opinion on the information provided.

The Chairman congratulated the Agency for its 2024 execution.

The Administrative Board took note of the information provided by the Agency on European cooperation on coast guard functions - 2024 Budget execution.

(c) Relevant tenders and developments in the field of Anti-Pollution Measures

The Executive Director provided an update on the unsuccessful outcome of the vessel tender for 2024 that had been launched with 2 lots, one for the Black Sea South and one for the Canary Islands & Madeira, the later re-launched in 2024 as already unsuccessful in 2023. In order to consume the funds released in 2024 and ensure budget execution, as well as to free appropriations that could be used in 2025 for the vessel tender, the Agency will anticipate projects planned for 2025 namely the contract renewals for the vessel for Atlantic South and for the vessel for the West Mediterranean, as well as the signature of the new contract for EAS South and the payment of availability fees for the last quarter of 2024.

Ms Markovčić Kostelac explained in detail the new successful tender for the EAS in Southern Europe to replace the existing contract in Ravenna, Italy and the public sale of assets that was done in accordance with the Agency Manual and Guidelines for oil pollution response equipment and that included 2 Lots of equipment, stored in Ostend and Sines. She further informed the Board of the new tender for studies addressing the response to alternative fuels that had been published at the beginning of 2024 successfully completed and awarded.

As concerns the exercises in 2024, 6 vessels and 6 equipment sets from EAS arrangements were deployed in 10 operational exercises and 2 hands-on trainings for the EAS took place in Bulgaria and the Netherlands.

The Executive Director informed the Board about the new RPAS emissions tender that consisted in 2 lots, one of which was successfully awarded and planned to be signed before the year end, thus enabling emissions monitoring operations in 2025. In the case of the lot concerning small RPAS in vicinity of ports, no bids were received.

She further reported on the RPAS emissions monitoring and multipurpose operations in the Channel and the Southern North Sea that involved French and Belgian Authorities and of a vessel-based emissions monitoring operation with the German Federal Police and BSH, supporting multipurpose maritime surveillance and emissions monitoring activities. The first operation in the Port of Barcelona performing, among others, emissions measurements on ships in the port also started in June and was still ongoing.

The provision of CSN continued in 2024 with 5846 images delivered to Member States at the end of October and 709 images for the ENP Countries.

Taking into account the budget transfers, the Executive Director confirmed an estimated budget execution of 98% in Commitments and 99% in Payments.

The Chair suggested the questions in relation to the failed vessels be addressed under the AI 4.

The Administrative Board took note of the information provided by the Agency on relevant tenders and developments in the field of Anti-Pollution Measures.

(d) Underwater Radiated Noise – results of the NAVISON project

Ms Manuela Tomassini, Head of Department 1 – Sustainability, first provided the political context for the Underwater Radiated Noise (URN) is a high-priority topic at both the EU and international levels with EMSA support to the European Commission and the Member States since 2021.

Following the EMSA SOUNDS report in 2021 that provided a very comprehensive inventory of URN policy, research, and impacts across Europe, the Agency initiated a project to further support the EC and EU Member States in modelling URN from vessels in European waters. EMSA's NAVISON project launched in 2022 focuses on modelling ship noise on an EU-wide scale.

Ms Tomassini further explained the key questions and results about URN in European seas:

- Identification of Noise Levels across all European seas;
- Regional Sound Density or EU regions with highest sound energy density and why;
- Contribution by vessel category or what are the absolute and relative contributions of different vessel categories to URN in European seas;
- Impact of Mitigation Measures or the ability to predict how Greenhouse Gas (GHG) and URN mitigation measures will affect URN levels in European seas, by vessel category, up to 2050.

Three key takeaways from the NAVISON activity were highlighted:

- The NAVISON project is the first EU-wide comparable and comparative URN dataset, providing detailed URN continuous soundscape maps spanning 8 years for all EU regions and ship types;
- The project includes for the first time an EU-wide foresight dataset to evaluate the impact of GHG and URN mitigation measures and to prioritise their effective implementation;
- The data is available to all MS Administrations and interested Regional Sea Conventions as it aims at sharing information, knowledge and experience with all stakeholders.

Ms Tomassini concluded by inviting the Board members to download the full [final report](#) and contact the Agency for any clarification needed.

The Executive Director invited the Member States to use the results of the studies for their submissions to the IMO.

The industry representative Mr Henrik Ringbom thanked the Agency for the study on this very underregulated topic.

The Administrative Board took note of the information provided by the Agency on the results of the NAVISON project.

(e) Update on the work of the Correspondence group on data and risk assessment

Ms Manuela Tomassini, Head of Department 1 – Sustainability and Technical Assistance, first recalled the discussions held last year where a Correspondence Group on Data and Risk Assessment (CG DRA) was established within the framework of the Consultative Technical Group for Pollution Preparedness and

Response (CTG) that gathers the experts for the national competent authorities and with EMSA providing a platform as facilitator.

The Correspondence Group was tasked with: 1. mapping the Member States' data needs for marine pollution risk assessment and 2. defining a common ground and terminology for risk assessment.

In 2024 the Correspondence Group focussed on the first task that was now considered concluded with the development of the Data Gap Matrix with the mapping of data needs, related to traffic and vessel-related data, and to environmental and socio-economic data and data sets available from EMSA, as well as other data sources at national/regional/EU level. Concrete data gaps identified by Member States have indicated gaps in data on hazardous cargo, historical vessel-related data, and data on environmental and socioeconomic vulnerabilities.

In relation to the second task to define a possible common ground (including a common terminology) that could be used by the Member States and Regional Agreements when performing risk assessment for marine pollution, it was agreed to address this task in 2025 - 2026, with a kick-off meeting of the CG in the 1st half of 2025. The outcome of this work would be reported to the Board once completed.

Ms Rikke Wetter Olufsen, Denmark, showed full support for the way forward and appreciated the work already done following the paper submitted by Denmark.

Ms Els Claeyns, Belgium, also thanked the Agency and stressed the importance of a shared methodology instead of the Member States applying different ones.

The Administrative Board took note of the information provided by the Agency on the update on the work of the Correspondence group on data and risk assessment and endorsed the proposed future work regarding the Task 2.

4. Concept paper on making the EMSA pollution response toolbox future-proof

The Executive Director recalled that the Concept Paper "**Making the EMSA Pollution Response Services toolbox "future-proof"**" aimed at setting the scene and kicking off the discussion on how to make the Agency's PRS toolbox future-proof, in view of emerging challenges posed by new maritime safety scenarios, environmental risks, and the ongoing energy transition from traditional to alternative fuels.

The Concept Paper provided a comprehensive review of the existing EMSA operational pollution response capabilities with some possible options for strategic enhancements of the toolbox.

Furthermore, the document listed possible risk scenarios based on analysis of relevant traffic data, pollution incidents and new activities posing safety and environmental challenges in EU waters and considered trends and projections of both traditional and alternative fuels for maritime. It identified gaps, and put forward preliminary possible options at short, medium and long term to stimulate discussions.

Ms Markovčić Kostelac highlighted that the final objective of the exercise was to kick off the reflection with the involvement of the Administrative Board, as already outlined in the SPD 2024-2026, on the possible future options to ensure that EMSA's PRS remain effective and future-proof, bearing in mind the challenges posed by evolving traffic patterns due to the current geopolitical scenarios and emerging new risks, linked also to the use of new fuels.

As a short-term scenario for the vessel network, bearing in mind the update already provided on the unsuccessful outcome of the vessel tender for 2024 that had been launched with 2 lots, a procurement with Lots for three possible geographical areas would be launched in 2025: Canary Islands and Madeira, Atlantic North and Northern Baltic Sea (vessel with icebreaking capabilities).

Nevertheless, should all three lots be successful, to date the Agency's resources would only allow to sign two contracts at the end of 2025/beginning 2026 and should this scenario materialize, the Board will be called upon to prioritise.

Finally, the Board was informed that the Black Sea South Lot will not be retendered and that the contract with the vessel SB Borea for Central Med will not be renewed. The Agency's vessels network would still be composed of 15 vessels, with a different geographical distribution along the EU coastline that reflects updated risk scenarios.

The Executive Director also highlighted that the document contained some medium- and long-term options as a basis for further discussions in line with the proposed road map. These options included maintaining a capacity to respond to spills of traditional fuels, fill knowledge gaps to address effective response to alternative fuels, fill response gaps by upgrading the toolbox and review of Vessel Network / EAS service models to adapt to new risk scenarios.

Several Member States (Cyprus, Denmark, Greece, Latvia, Malta, Sweden) provided full support to the proposed road map, joined in their support by Norway. In addition, Denmark, Finland, Norway, and the observer from the industry took the opportunity to stress the importance of deeper analysis of the risks. Manuela Tomassini (EMSA) reminded the ongoing discussions within the context of the revision of the Founding Regulation, where a specific reference to risk assessment has been introduced as a basis for the location of the Agency's response vessels.

Mr Enrico Castioni, Italy, also congratulated the Agency for the proposed road map but regretted the future loss of the vessel based in Naples stressing the importance of finding the necessary budget so as not to weaken the existing and successful structures.

For Mr Juha Matti Korsi (Finland), short term solutions were needed to fight new risks as well as looking at long term solutions. Finland was especially concerned in wintertime when oil spills can have catastrophic consequences, therefore transparent risk assessment was needed, and Finland was available to provide more information in this respect. While agreeing with the road map he also wondered if it could be accelerated.

Mr Eric Banel (France) and Mr Gustavo Santana (Spain) both recalled the importance of the topic and thanked the Agency for anticipating future scenarios, including for outermost regions and agreed to the road map.

Mr Eamonn Kelly (Ireland) also provided full support but stressed that the geographic coverage for Ireland was lost with Brexit which represented a high risk as Ireland would not be able to respond to the increased risks in the area.

Ms Fotini Ioannidou, Commission, thanked both the Agency and the Board for engaging in this very crucial reflection, highlighted the need to analyse several possible scenarios, but also indicated the need to remain realistic, as the dedicated budget would remain within the same framework.

The Executive Director thanked the Board for the engaging discussions and the general agreement on the road map, stating also that while various concerns had been heard, limitations both in terms of the Agency's mandate and resources were real. She further invited the Member States to provide their proposals and directions that should be taken the Agency.

The Chairman concluded the discussions, announcing a written consultation to gather feedback and insights and new proposals. At the Administrative Board meeting in June 2025, the Agency would provide an update on the progress of work, with discussions on the possible way forward. Based on the feedback and consultation with the Member States, the Agency would prepare a first draft of the Report on options for adaptation of PRS toolbox, in view of the November Board meeting.

The Chairman further suggested to receive such important documents at least 4 weeks before the Board meeting.

The Administrative Board took note of the Concept Paper on making the EMSA Pollution Response Services (PRS) toolbox future-proof in view of discussions that are planned to take place in 2025, and endorsed the proposed roadmap for the work that should lead to a multi-annual action plan to adapt the EMSA's PRS toolbox to new challenges.

5. Draft Administrative Arrangements

The Executive Director presented the **Draft Amendment n° 2 to the Service Level Agreement with DG CLIMA** by recalling the existing agreement in place since October 2022 that aimed at supporting the Commission to assist in the development and implementation phase of the amendment of the MRV Regulation with the following main tasks:

- support the Commission in the legislative process, including the development of relevant implementing acts;
- design and develop the necessary adaptations and enhancements of THETIS-MRV system for the purpose of the ETS Directive and its implementing and delegated acts;
- establish a reliable solution for the transfer of data between the THETIS-MRV system and the Union Registry for ETS;
- support the Member States, the European Commission and stakeholders in the implementation and monitoring of the legal acts through the development of tools, guidance and training activities.

The amendment submitted to the Administrative Board for consideration would extend the SLA for 20 months with an increased envelope of € 2,179,082 and a reduction, from 2026, from 5 to 3 CAs reflecting the fact that at the same time under the EU subsidy the Agency will get 4 additional positions for the FuelEU related tasks, offering the possibility for synergies.

The Administrative Board considered and did not object to the Draft Amendment n° 2 SLA with DG CLIMA, as foreseen by Article 10(2)(cc) of the Founding Regulation.

Ms Manuela Tomassini presented the **Draft Amendment to the Agreement with CEDRE and CEFIC for MAR-ICE** by recalling the longstanding 3-party Cooperation agreement with the European Chemical Industry Council (Cefic) and the Centre de documentation de recherche et d'expérimentations sur les pollutions accidentelles des eaux (Cedre) called the MAR-ICE Network for marine pollution chemical emergencies.

The amendments proposed to the existing MAR-ICE Cooperation Agreement foresaw the provision of tools and services as part of building up national capacities on marine pollution preparedness and response to the ENP and IPA beneficiary countries through the existing EU financed projects for technical assistance, with no impact on the Agency's budget nor the workload, as the relevant costs will be covered by the budget allocations under the Contribution agreements with DG NEAR for the purposes of technical assistance provided to the beneficiary countries.

The Administrative Board considered and did not object to the Draft Amendment to the Agreement with CEDRE and CEFIC for MAR-ICE, as foreseen by Article 10(2)(cc) of the Founding Regulation.

Mr Peter Kirov, Head of Department 2 - Safety, Security & Surveillance, presented the **RBAT Tool Terms of Use and General Conditions** for the performance of risk assessment tailored for Maritime Autonomous Surface Ships (MASS) that was developed and included in the developed MASS Code under chapter 7 and recognised as one of the risk assessment techniques for MASS projects. The software tool was expected to have two main groups of users: ship designers, consultants and engineers hired by MASS ship owners initiating new projects; and flag authorities or Recognised Organisations acting on their behalf. The RBAT Tool Terms of Use and General also foresaw access to non-EEA Administrations, RO's and companies, under certain conditions.

Cyprus, Belgium and the Commission appreciated the development of the tool that represented a great help for risk assessment. For Ms Claeys nevertheless providing access to non-EEA entities and the industry was premature. Ms Ioannidou, Commission, also considered that a cautious approach was needed to ensure the robustness of the tool before opening it to the non-EEA countries. The suggestion from France that Member States testing the tool should nevertheless be able to involve relevant stakeholders was welcomed.

The Chairman concluded a positive consideration by the Administrative Board to the provision of the RBAT Tool to EEA Member States and, through them, to relevant entities but considered its extension to non-EEA Member States and entities as premature. The Agency would amend the document presented to the Board accordingly, after which the Terms of Use and General Conditions of the Risk-Based Assessment Tool would be considered approved.

In relation to the Terms of Use and General Conditions of the Risk-Based Assessment Tool (RBAT) tailored for Maritime Autonomous Surface Ships (MASS) the Administrative Board did not object to its application to EEA Member States and through them, to relevant entities. At this stage, the extension of the tool to non-EEA Member States and entities would be kept on hold. The Agency would amend the document presented to the Board accordingly, after which the Terms of Use and General Conditions of the Risk-Based Assessment Tool would be considered approved.

The Executive Director presented the **Draft Contribution Agreement with DG ENV** recalling the Agency's support to the Commission in the implementation of various Directives and Regulations, in particular Directive (EU) 2016/802 (EU Sulphur Directive) with the continuous enhancement and maintenance of the THETIS-EU module for sulphur inspections. The new Contribution Agreement aimed at continuing this support with a budget of 300,000 EUR within a three-year period for its implementation.

The Administrative Board considered and did not object to the Draft Contribution Agreement with DG ENV, as foreseen by Article 10(2)(cc) of the Founding Regulation.

Mr Leendert Bal, Head of Department 3 – Digital Services, presented the Draft Cooperation agreement with EUNVAFOR for the Operation ASPIDES, recalling the inconclusive written procedure for its consideration by the Board. The new Draft that had been agreed with the Commission was circulated on 20 November 2024.

Ms Ioannidou confirmed the discussions on the new draft agreement, stressing that this was the 1st time the Agency was sharing data for military operations taking place in a war zone. She also stated full support of the Commission to the new draft. Ms Ioannidou also stated that , the High-Level Steering Group will discuss any request received on sharing LRIT data.

The Administrative Board agreed that the 4-week consultation period would start from the day the document was received (20 November 2024). If no objection is registered by the end of the four weeks period, on 18 December 2024, the Executive Director will be able to proceed with the signature of the Cooperation agreement.

The Administrative Board was also invited to consider the Draft Cooperation Agreement with EUNVAFOR for the Operation ASPIDES. The draft Cooperation Agreement was circulated on 20 November 2024 and the Administrative Board would consider it with the 4 weeks period foreseen by the EMSA Founding Regulation counting from the day the document was received (20 November 2024). If no objection is registered by the end of the four weeks period, on 18 December 2024, the Executive Director will be able to proceed with the signature of the Cooperation agreement.

6. Request for Technical Assistance

Mr Leendert Bal, Head of Department 3 – Digital Services, presented the EMSA analysis, namely the relevance and compatibility of the request with priorities, as well as the resource implications, and could confirm that the Agency was in a position to continue with Phase 2B of the requested assistance.

The Chairman invited the representative from Croatia, Mr Siniša Orlić to present the request on behalf of the members of the Maritime Safety Permanent Transnational Network (MSPTN), regarding the modernization of the Mandatory Ship Reporting System in the Adriatic Sea-ADRIREP.

Mr Orlić recalled that the project had been approved by the Administrative Board until November 2024 and that its extension depended on the progress made. He listed the main planned deliverable so far and the activities ongoing and planned, confirming the Agency's invaluable support for the successful implementation of the project and the necessary extension until November 2026.

Mr Els Clayes indicated full support of Belgium to the extension of ADRIREP.

The Commission representative Ms Ioannidou also indicated full support to the extension of the project and congratulated those involved for the results achieved so far.

The Administrative Board examined and approved the Request for Technical Assistance from the Croatian Ministry of the Sea, Transport and Infrastructure on behalf of the MSPTN Network, for the extension of Phase 2B Modernization of Mandatory Ship Reporting System, in line with article 10.2(c) of the EMSA Founding Regulation as referred to in Article 2.2(d), requests from Member States for technical assistance, as referred to in Article 2.3, and requests for technical assistance, as referred to in Article 2.5 as well as requests for assistance as referred to in Article 2a.

7. Draft EMSA Single Programming Document 2025 – 2027

The Executive Director reminded the Board that this was the final passage of the SPD 2025-2027, submitted to the Board for final adoption.

The document addressed the written comments provided by the Board after the June Board meeting as well as the Commission's formal opinion on the document received in July.

Relevant Senior Management presented the highlights for 2025 in the main areas of activities: Sustainability, Safety and Security, Surveillance, Digitalisation and Simplification, Technical Assistance and Strategic Support.

Ms Els Claeys, Belgium, confirmed the discussions held at the Administrative and Finance Committee that could provide a positive opinion to the Board on the resource-related aspects of the Draft EMSA SPD 2025-2027, in particular the Draft Budget of 104,334,668 € and Draft Establishment Plan 2025 of 229 posts. In addition, 37 Contract Agents (CAs) and 18 Seconded National Experts (SNEs) to be financed by the EU contribution are foreseen.

The figures included 17 new establishment plan posts (16 ADs, of which 3 AD5s and 13 AD6s, and 1 AST3) and 6 new CAs, subject and without prejudice to the outcome of the legislative process to revise the EMSA Founding Regulation and taking into account the revised Accident Investigation, Flag State, Port State Control and Ship Source Pollution Directives.

Should the final outcome of the budgetary procedure differ from the figures proposed for adoption, the budget, and any potential impact on the work programme of the Agency for 2025 will need to be adopted by written procedure before the end of the year 2024.

Ms Fotini Ioannidou, Commission, expressed appreciation to the Agency for having taken into account all of the Commission comments and took the opportunity to inform the Board about the status of negotiations on the revision of the EMSA Founding Regulation. While the maritime safety package was approved, the negotiations on the Agency's new mandate showed divergences between the three Institutions: the tasks were significantly reduced by the Council, with also some setbacks in relation to governance and fees and charges. She further announced that the technical dialogue will take place in December, anticipating that the discussion could be finalised in the 1st quarter of 2025.

The Chairman confirmed the adoption of the EMSA Single Programming Document 2025 – 2027, subject and without prejudice to the outcome of the legislative process to revise the EMSA Founding Regulation and the Accident Investigation, Flag State, Port State Control and Ship Source Pollution Directives.

The Administrative Board and adopted the EMSA Single Programming Document 2025 – 2027, which takes into account the Commission's formal opinion of July 2024, and the associated 2025 Budget (€ 104, 334,668 in both Commitment and Payment Appropriations) and the 2025 Establishment plan (229 posts, 37 Contract Agents (CAs) and 18 Seconded National Experts (SNEs) to be financed by the EU contribution. The figures include 17 new establishment plan posts (16 ADs, of which 3 AD5s and 13 AD6s, and 1 AST3) and 6 new CAs, subject and without prejudice to the outcome of the legislative process to revise the EMSA Founding Regulation and the Accident Investigation, Flag State, Port State Control and Ship Source Pollution Directives.

8. Draft EMSA Single Programming Document 2026 – 2028

Ms Markovčić Kostelac recalled that this was the initial draft of the Single Programming Document 2026-2028. Initial comments from the Commission had been addressed.

She also recalled that as from 2026, in line with the provisions in the future Founding Regulation, the Agency's strategy is embedded in the SPD. The draft document also takes into account the new maritime safety package as well as the Commission's proposal for the revision of the EMSA mandate, without prejudice to the outcome of the legislative process, to which the draft will be aligned.

The draft document would be revised following the Board meeting and the Board members will be able to send written comments by Friday 6 December, in time to be taken into account for the written procedure for the endorsement of the document by the Board in mid-December. This new version would include the technical annexes, which provide the human and financial resource planning in detail.

The Senior Management presented the perspectives for the years 2026-2028 in the different areas of activities: Sustainability, Safety and Security, Surveillance, Simplification, Technical Assistance and Partnership and International dimension.

In terms of resources, and without prejudice to the outcome of the legislative process to revise the EMSA Founding Regulation and taking into account the new Accident Investigation, Flag State, Port State Control and Ship Source Pollution Directives, the Draft Budget for 2026 was of a total of 112,783,151 € in EU Subsidy (92,694,151 € for current tasks and 20,089,000 € for new tasks) and a Draft Establishment Plan of 238 posts.

For 2027 the figures were indicative: 115,681,934 € and 239 posts. At this stage there was no forecast for 2028.

Ms Els Claeys, Belgium, confirmed the discussions held at the Administrative and Finance Committee that could provide a positive opinion to the Board on the resource-related aspects of the Draft EMSA SPD 2026-2028.

Ms Anne Montagnon, Commission, recalled the early stage of the document and the ongoing legislative process, so the years to come would be of crucial importance. She confirmed the availability of her services for any support in terms of integration of staff in the organisation, indicating that this was an opportunity for putting in place strategies for optimal use of resources.

Clarifying for Ms Martina Kohlhaas, Germany, concerning the recruitment and phasing in of the new staff, Ms Markovčić Kostelac explained that recruitments were already ongoing for the pieces of legislation adopted.

In response to the Chairman on how the Agency prepared for their future integration, the Executive Director detailed the elements of the existing newcomer's package, with relevant training, familiarisation with the social context and information staff needed to receive in order to be fully integrated and operational. In terms of facilities, no major difficulties were expected as the process will be gradual and the existing teleworking arrangements alleviated any risk of shortage of space.

In response to Ms Rikke Wetter Olufsen, Denmark, Ms Markovčić Kostelac confirmed that in the case of the revision of the mandate of the Agency, resource planning would be aligned with the outcome of the ongoing legislative process.

The Executive Director also recalled that the staff request for additional tasks represented a minimum and while the Agency looked at synergies and efficient work methodologies, acquiring new tasks without new staff would be a concern.

The Chairman concluded that the Board considered the Draft EMSA SPD 2026-2028 and recalled the deadline of 6 December for the written comments, in time to be taken into account for the written procedure for the endorsement of the document by the Board for mid-December.

The Administrative Board considered the EMSA Single Programming Document 2026 – 2028, and the associated 2026 Draft Budget of € 116,241,901.

EMSA requests € 92,694,151 in both Commitment and Payment Appropriations for current tasks and € 20,089,000 for new tasks, and the 2026 Establishment plan with 212 statutory staff (AD/AST) for current tasks and additional 26 statutory staff (AD/AST) for new tasks, subject to and without prejudice to the outcome of the relevant legislative proposals including the revision of the EMSA Founding Regulation.

The Administrative Board was invited to provide written comments by Friday 6 December 2024, in time to be taken into account for the mid-December written procedure version.

9. HR Matters – Diversity & Inclusion Policy

Ms Dominika Łempicka-Fichter, Head of Department 4 – Corporate Services, recalled that establishing a Diversity and Inclusion (D&I) Policy at EMSA was one of the actions foreseen under the broader HR strategy. The process started with a workshop held in March where staff reflected on what inclusion and diversity meant and materialised in a Policy that was adopted in July 2024. As always, it is accompanied by an Action Plan that follows the SMART methodology and is included in the overall Action Plan under HR Strategy.

The objectives of the Policy focus on specific areas identified by the EMSA staff and aim to create an inclusive and diverse workplace where every individual feels valued, respected, and empowered to reach their full potential as well as to strengthen the sense of belonging and collaboration among staff.

Collaboration with other agencies and institutions to share best practices, a strong commitment from management to drive D&I efforts and unbiased and inclusive hiring practices to attract diverse talent are at the core of the Policy. There are also initiatives promoting work-life balance and overall staff wellbeing and continuous awareness raising and education on D&I topics to reduce biases.

Different groups within the Agency requiring specific attention such as: age diversity with the promotion of inter-generational collaboration and learning, disability with ensuring accessibility and providing support for staff with disabilities, nationality and cultural diversity with encouraging a multilingual, multicultural environment. Furthermore, gender and LGBTQIA+ with maintaining inclusive policies and creating networks and racial and ethnic origin and religion with promoting awareness and a zero-tolerance policy for any form of discrimination.

A number of actions were already implemented such as a zero-tolerance policy on harassment and discrimination and a Gender Action Plan already in place since 2022. The Agency also actively participated in EUAN D&I working group with three different projects and adopted its Diversity and Inclusion Charter and led a Well@emsa campaign for the wellbeing at work.

Ms Łempicka-Fichter also informed the Board that EMSA had won a Certificate of Excellence at the 2024 European Union Agencies' Network (EUAN) Diversity & Inclusion Award and she described the EMSA Ambassadors' initiative "*Changing Perceptions: Maritime Careers through the EMSA Ambassador's Initiative*" aiming to promote maritime careers and more female applications in the future, in order to achieve a better gender balance in the sector and within EMSA.

The Executive Director stated she was very proud of this reward for the promotion of maritime careers and gender balance in the maritime sector.

Mr David Bugeja, Malta, congratulated the Agency for this very important initiative.

For Mr Ioannis Efstratiou, Cyprus, in addition to the oral presentation a written document would be very much welcome. He remarked on continuous difficulties in recruiting women in his own administration and hoped maritime administrations would benefit from EMSA efforts to help break stereotypes in the maritime sector. Mr Efstratiou also took the opportunity to congratulate the 100% female Commission representation at the EMSA Administrative Board.

Mr Martina Kohlhaas, Germany, also welcomed the initiative and suggested looking at ways to expand the Agency's experience to Member States through, for example, job fairs.

Ms Anne Montagnon, Commission, also congratulated the Agency on the Certificate of Excellence. In view of the gender imbalance in transport in general, the Agency's efforts were truly inspiring and an example to follow.

The Executive Director stated her readiness to expand the promotion of maritime professions in other countries and willingness to cooperate with national administrations on this important matter.

The Commission insisted on the need to communicate actively and regularly to staff on the progress made on the implementation of the Action Plan following the Staff Survey. The Executive Director confirmed that this is already ongoing as part of the HR and communication strategies. Finally the Chair, echoing a request by Cyprus in the context of the presentation of the Diversity and Inclusion Action Plan, asked EMSA to provide the underlying documents related to HR points on the agenda ahead of the Board, or written information if no documents exist in EMSA. The Executive Director confirmed that she will report on the state of implementation of the HR Strategy at the next Board meeting in March 2025. She also confirmed that next staff survey was scheduled for 2026.

The Chairman also congratulated the Agency on the Certificate of Excellence.

The Administrative Board took note of the information provided by the Agency on the Diversity and Inclusion Policy at EMSA.

10. Revision of the mandate of the Administrative and Finance Committee

The Executive Director recalled that the Administrative and Finance Committee was established by Decision of the Administrative Board of 20 November 2012, with various amendments since then.

This year, it was suggested to amend the Decision establishing the Administrative and Finance Committee mandating the Committee to provide its opinion in relation to draft administrative arrangements that are submitted for discussion at an Administrative Board meeting.

The Executive Director explained that this amendment was a response to the suggestion by the Commission from the last Board meeting.

The Chairman confirmed the adoption of the Decision amending the Decision establishing the Administrative and Finance Committee adding the Draft Administrative Arrangement as a “B” point – for opinion – to its mandate.

The Administrative Board adopted the Decision revising the mandate of the Administrative and Finance Committee.

11. Adoption of the list of “A” items

(item was taken as a first item of the 2nd day of the meeting)

The Administrative Board approved/took note of the following “A” items en bloc, following the report and positive recommendation of the Administrative and Finance Committee:

Ms Els Clayes, Belgium, reported on behalf of the Chairman of the Administrative and Finance that the necessary quorum for the meeting had been in place with the participation in the meeting of the representatives from Belgium, France, Poland, Sweden, Germany, Spain and the Commission. Relevant EMSA staff members and management were also present. The Committee had reviewed all the “A” points and could recommend that the Administrative Board approve or take note of them as appropriate, “en bloc”.

The Board requested that the written Report of the Chair of the Administrative and Finance Committee be shared with the members of the Administrative Board ahead of the meeting in order to allow for better

consideration of the discussions held in the Administrative and Finance Committee and support final decision by the Administrative Board. The request was supported by the Commission and agreed by the Chair.

11a EMSA Financial Statement 2023 – *took note of the final report of the European Court of Auditors and approved the final accounts for 2023*

The Committee was informed by the Agency's Accountant that the final report by the Court of Auditors was received on 24 October and contained one observation which does not affect the legality or regularity of the annual accounts or underlying transactions.

The Court confirmed the positive opinion on the reliability of the accounts as well as on the legality and regularity of revenue and payments underlying the accounts in all material respects.

11b 2024 Appropriations cashed – *took note of the 2024 appropriations cashed since June*

Andrea Tassoni, Head of the Executive Office, informed the Administrative and Finance Committee on the 2024 Appropriations cashed for a total of € 13,371,913.60 that had been received since June.

Further updates would be provided at the next meeting and the final amounts will be recorded and adopted by the Administrative Board through the final budget amendment after 31st December.

11c 2024 Budget Transfers – *took note of the 2024 budget transfers*

This standing agenda item at November meetings, stemming from the Financial Regulation, was presented to the Administrative and Finance Committee by the Head of the Executive Office. None of the transfers made needed approval by the Board.

After the year end, a note will be sent to the Board informing of possible additional transfers that may occur until the end of the year.

11d Monitoring of findings and recommendations from internal & external audits & EMSA follow – up – *took note of the information provided on the findings and recommendations from internal and external audits and EMSA follow up*

The Administrative and Finance Committee was presented as usual with a summary table by the Agency's Internal Control Coordinator, outlining the recommendations and findings and the EMSA actions planned or undertaken.

The monitoring table showed all the recommendation that were issued during the last two years. At the current moment, all the previous recommendations have been properly addressed and closed. The Agency has no pending actions in relation to audit.

The final report of the Court of Auditors on the 2023 Accounts had been issued on 24 October. It contained one recommendation. The Agency had already taken all the necessary measures to address this recommendation.

The Agency also informed the Administrative and Finance Committee of the audit conducted in May 2024 by the IAS on Human Resources management, ethics and integrity. While the audit report has not yet

issued, the IAS already confirmed that no Critical or Very Important recommendations would be issued. The Agency would certainly be able to share the report at the March 2025 meeting.

12. Any Other Business

The Executive Director invited the Board Members who would like to host the June Board meeting to inform her in a timely manner allowing for the Agency to assess availability of resources.

Dates of the 2025 EMSA's Administrative Board Meetings (*subject to availability of the final Polish and Danish Presidencies Council calendars of meetings*)

March 2025

Administrative and Finance Committee: to be agreed (online meeting)

Administrative Board: Wednesday 12 March afternoon (online meeting)

June 2025

Administrative and Finance Committee: to be agreed (online meeting)

Administrative Board: Monday 16 June afternoon and Tuesday 17 June morning

November 2025

Administrative and Finance Committee: to be agreed (online meeting)

Administrative Board: Week 10 to 14 November 2025 (Lisbon)

Signed:

A handwritten signature in blue ink, appearing to read 'Wojciech Zdanowicz'.

Wojciech Zdanowicz

Chairman of the EMSA Administrative Board

Done at Lisbon, 12 March 2025

List of participants**71st Meeting of the Administrative Board, Lisbon, 27 and 28 November 2024**

MEMBER STATES	
BELGIUM	
Els Claeys	Board Member
BULGARIA	
Ventsislav Ivanov	Board Member
CROATIA	
Siniša Orlić	Board Member
Toni Maričević	Alternate Member
CYPRUS	
Ioannis Efstratiou	Board Member
CZECH REPUBLIC	
Evzen Vydra	Board Member
DENMARK	
Rikke Wetter Olufsen	Board Member
ESTONIA	
Kristjan Truu	Board Member
FINLAND	
Juha-Matti Korsi	Board Member
Sanna Sonninen	Expert
FRANCE	
Eric Banel	Board Member – Chairman of the Administrative and Finance Committee
Anne Legregeois	Alternate Member
GERMANY	
Martina Kohlhaas	Board Member
GREECE	
Nikolaos Matoulas	Alternate Member

HUNGARY	
Csaba Bellyei	Board Member
IRELAND	
Eamonn Kelly	Board Member
Noelle Waldron	Alternate Member
ITALY	
Enrico Castioni	Board Member
LATVIA	
Jānis Krastiņš	Board Member
LUXEMBOURG	
Marc Siuda	Alternate Member
MALTA	
David Bugeja	Board Member
Fritz Farrugia	Alternate Member
POLAND	
Wojciech Zdanowicz	Board Member - Chairman of the EMSA Administrative Board
Sonia Knobloch-Sieradzkaa	Expert
PORTUGAL	
Paolo Pamplona	Alternate Member
ROMANIA	
Gabriel Trafandir	Board Member
Lacrima Hornet	Alternate Member
SLOVENIA	
Jadran Klinec	Board Member
SPAIN	
Gustavo Santana Hernández	Board Member
Javier Fernandez Abad	Alternate Member
SWEDEN	

Pernilla Wallin	Board Member
EUROPEAN COMMISSION	
Anne Montagnon	Board Member
Fotini Ioannidou	Board Member
Barbara Sellier	Alternate Member
Cristina Cuadra Garcia	Alternate Member
Kristel Jurado	Expert
EFTA STATES	
ICELAND	
Jon Gunnar Jonsson	Board Member
NORWAY	
Alf Tore Sørheim	Board Member
PROFESSIONAL SECTOR	
Thomas Kazakos	Board Member
Henrik Ringbom	Board Member
EMSA	
Maja Markovčić Kostelac	Executive Director
Manuela Tomassini	Head of Department 1, Sustainability & Technical Assistance
Peter Kirov	Head of Department 2, Safety, Security & Surveillance
Leendert Bal	Head of Department 3, Digital Services & Simplification
Dominika Łempicka-Fichter	Head of Department 4, Corporate Services
Andrea Tassoni	Head of Unit Executive Office, Board Secretariat
Radina Russeva	Policy Adviser
Frédéric Hébert	Head of Unit 1.1
Mario Mifsud	Head of Unit 1.2
Georgios Christofi	Head of Unit 1.3
Santiago Encabo	Acting Head of Unit 2.1
Pedro Lourenço	Head of Unit 2.2

Lukša Čičovački	Head of Unit 3.1
Cristina Romay-Lopez	Head of Unit 4.1
Andrea Iber	Head of Unit 4.2
Tom Van Hees	Internal Control Coordinator
Michael Risley	Co-Chairman EMSA Staff Committee
Simone Balboni	Co-Chairman EMSA Staff Committee
Katalin Duarte	Accountant
Marco Ingrosso	Budget and Finance Specialist – Planning and Monitoring
Soraya Obura	Senior Assistant for Planning and Reporting – Planning and Monitoring
Selena Matic	Senior Administrative Assistant – Planning and Monitoring